**Saru Luitel**

Scrum Master

**Professional Summary:**

* 5+ years of experience as Scrum Master, Business Analyst including knowledge in business requirement analysis, modeling and development of web based and client/server applications.
* Strong understanding in complete life cycle experience in Scrum, Agile, SDLC methodology and project life cycle.
* Conversant with creation and management of agile reporting artifacts like release/ product burn down charts, sprint burn down charts, velocity, cumulative flow diagram and throughput for each Sprint/Kanban cycle.
* Knowledge of Data Warehousing architecture, implementation approaches, schemas, and dimensional modeling.
* Knowledge on SQL server and Database management. And writing SQL statements.
* Expert level skills in strategic and tactical project planning, budgeting, building cross functional teams and successfully delivering projects with tight deadlines.
* Proficient in using Agile Scrum methodologies, performed roles of scrum master following Sprint/standup sessions and used Microsoft Suite extensively to write user stories, analyzed the Iteration Burn Down charts and reviewed defects.
* Expert at driving the adoption and enforcement of Scrum rules, removing impediments and fostering self-organizing.
* Hands on experience of writing and prioritizing User Stories in Backlog.
* Experience in facilitating scrum ceremonies (grooming, sprint planning, retrospectives, daily stand-ups, etc.).
* Experienced in coaching the scrum team on how to successfully complete sizing stories and tasking stories as part of Iteration Planning.
* Extensively used Rally for maintaining User Story Hierarchy, Backlog Grooming, Updating Tasks, Connecting Rally with JIRA and Quality Centre, Planning Iterations and Releases.
* Expertise in Story mapping practices and illustration of the vision of the project.
* Expertise in Sprint planning sessions with scrum team and product owners.
* Expert in using various techniques to refine the product backlog with Business value and Effort estimates by facilitating product refinement meetings.
* Experience in conducting Joint Application Development (JAD) sessions and White Board Sessions with end-users, Subject Matter Expert (SMEs) team, Architects and design group development and QA team for project meetings, walkthroughs and customer interviews commensurate with excellent communication skills.
* Ensured engineering practices like TDD (Test Driven Development), Crucible code reviews, Continuous Integration and Pair Programming.
* Experienced in full life cycle software development (SDLC) and knowledge of several agile frameworks like Scrum, XP, Pair programming, TDD, ATDD and Kanban, Agile Framework: Scrum, XP, Kanban, and TDD. Experience in Project Planning and Project Management tools like MS-Project, JIRA for status planning and reporting. Strong analytical, problem-solving and communication skills, with emphasis on clear, detailed Business Requirements and Functional Specifications.

**WORK EXPERIENCE:**

**Client: NOVA Southeastern University Davie, FL**

**Jan 2018 to Present**

**Role: Scrum Master**

**Description:** BUSINESS PROCESS REENGINEERING (BPR) BPR involves reengineering of the content workflow across various business processes and teams and development of a comprehensive Workflow Management System supported by Content Management System. The project also involved redefining various Business processes to suite the New Systems under development.

**Responsibilities:**

* Created Process Flow Document and designed high and low-level Process / Activity Diagrams using MS Visio.
* Worked with Project Management to provide status to the customer.
* Development oversight and standards provided for the project.
* Reviewed design documents detailing behaviors and requirements.
* Actively participated in Development, Testing and Deployment Planning meetings.
* Developed strategic training materials and deliver administration, managing, and end user training on how to get the most out of their CRM implementation.
* Performed Workflow analysis and task Analysis for various operational teams in the company.
* Performed GAP analysis and Impact Analysis involving the current state and proposed state.
* Worked Closely with Application Architects and Business teams to converge on requirements for the New Workflow Management System and Content Management System.
* Assisted Business Analysts in development of the FRD and other relevant Documentation.
* Identified the key business processes to model by analyzing the requirements and modeling using MS Visio
* Worked in a team to develop use cases for their newly added application layout. I understood all the business processes related to newly added layout and designed use cases that helped Application developers to build application.
* Prepared logical Data Models that contain set of diagrams and supporting documents containing the essential business elements, detailed definitions, and descriptions of the relationships between the actors to analyze and document business data requirements.
* Participated in various sessions with Business to understand the business rules and to come up with naming conventions to standardize the data.
* Played a key role in the user acceptance testing (UAT), and implementation of system.
* Created the UAT document and conducted the UAT testing and Smoke Testing for the Release.

**Client: DaVita, Nashville, TN**

**June 2016 to Nov 2017**

**Role: Scrum Master**

**Description:**

Oversight of Development Scrum Teams, ensuring developer resources, backlog and user story management, burn down charts and presiding over sprint ceremonies.

**Responsibilities:**

* Supported the AVP of Data Sciences at Enterprise Information Technology Services in Various Data Initiatives for the Corporation.
* Participated in the design, development and analysis of data architecture and data warehousing approaches.
* Validating the SQL queries and data by using SQL server management tool.
* Contributed to various IT Strategy sessions for various Data initiatives and Project Management. Mentored Scrum team and coached product owner to use scrum.
* Assisted team is adhering to the core agile principles of collaboration, task prioritization, team accountability and visibility
* Facilitated requirement gathering and brain storming sessions with Clinical Staff at Various HHC Facilities.
* Facilitating scrum ceremonies and managing Kanban boards as Scrum master/Kanban coach for 5-6 teams.
* Lead Agile Planning Sessions and assumed the Product Owner role for the agile initiative. Trained and guided one of the waterfall team to transition into the Kanban model. Facilitated and helped to define the exit criteria.
* Devised and prioritized the Product Backlog by conducting requirement churning sessions with various Business / Product Teams. Agile methodology was used.
* Mentored group of 4 Scrum Analysts and delegated tasks for individuals for analysis and user story development. Mentored various teams on Scrum methodology and helped the company transformation in to an Agile Development Organization.
* Created and explained the User Stories to the Scrum Team and helped them design the Tasks. Created metrics Like burn down to track delivery of the work
* Designed acceptance criteria for validating the output of each Sprint.
* Reviewed Team Velocity on a frequent basis and advised Scrum Master at various stages.
* Participated in Sprint Planning and Sprint review meetings for Finalizing the Sprint Backlogs and Verifying the sprint outputs respectively
* devise RDM solutions. Worked with QA department.
* Managed Product Backlog with the help of Product owner and Scrum development team by employing JIRA to generate reports to analyze the performance of the application.
* Tracked defects using JIRA and assisted QA teams to resolve defects.
* Worked with EPIC Clinical BA's and Product Managers for Integration of Data Archive Application with EPIC EMR.

**Environment:** HPQC, Google Analytics, JIRA, MS Office Suite (Excel, Word, Power point, Access), C#, ASP, .NET, Share point, MS Visio

**Client: General Motors - OnStar - Atlanta, GA**

**Sep 2014 to May 2016**

**Role: Scrum Master**

**Description:** Project 1: OnStar Remote Link Project OnStar Corporation is a subsidiary of General Motors that provides subscription-based communications, in-vehicle security, hands-free calling, turn-by-turn navigation, and remote diagnostics systems throughout the United States, Canada, China and Mexico. The Project involved design and development of OnStar Enhancement requests for the OnStar Website.

**Responsibilities:**

* Worked with the Product Owner to lay out the Product Backlog and Scrum Ceremonies
* Assisted Product Owner in putting the Scrum Team Together for the initiative.
* Conducted the Sprint Planning Meetings and Daily Scrums to ensure Progress of the Project.
* Mentored various teams on SCRUM methodology and helped the company transformation in to an Agile Development model
* Got a chance to guide and mentor the team with the importance of iterative development
* Collaborated with Scrum team to ensure smooth development and testing cycles for the tasks.
* Facilitated discussions between Business and PO; PO and Scrum Team for smooth transition of knowledge and requirements.
* Gather business requirements and performed gap analysis. Prepared effort estimation based on the customization of new CRM system.
* Prepared requirement, design documents and high level project plan.
* Designed E-R model for sales, marketing and support services.
* Involved in data migration/synchronization of existing system data into MS Dynamics CRM 2011.
* Designed Sales Module comprising several libraries, workflows and other CRM customization.
* Involved in deployment from development environment to testing and production environment.
* Developed the Task Sheet and Burn down Charts using the JIRA tracking.
* Assisted the Scrum Team in Devising the Tasks for Web Development and App Development
* Facilitated Requirements Churns meetings between Sprints to update the product backlog.